**Precautionary Measures Request to CEO**

**PRIVATE AND CONFIDENTIAL**

***To be completed by an Officer of the Conservatoire or School Principal. Please refer to the Policy on Sexual Misconduct, Harassment and Related Behaviours before completing this form.***

**SECTION 1: *Details of Requester***

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| **NAME and POSITION of Requester** |  | **CONSERVATOIRE****SCHOOL** |  |

**SECTION 2: *Student details***

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| --- | --- | --- | --- |
| **Name of Student:** |  | **Student Number:** |  |
| **Programme:** |  | **Year of Study:** |  |
| **Student contact details** (postal address, both School and personal email addresses, and telephone no.) |  |
| **Additional relevant information (complete as necessary e.g.** student is under 18 years old/case is considered high risk)**:** |  |

**SECTION 3A: *REQUEST TO CEO***

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| **I AM REQUESTING THE FOLLOWING PRECAUTIONARY MEASURES IN ACCORDANCE WITH SECTION 1.7 OF APPENDIX C TO THE POLICY ‘PRECAUTIONARY MEASURES’****(please tick all boxes that apply)** | **Conditions regarding contact**1. imposing conditions on a student regarding contact with any particular person or individuals (including posting on social media)
 | [ ]  |
| **Conditions regarding use of facilities**1. imposing conditions on a student in connection with their use of the School and/or Conservatoire facilities and/or premises, as the CEO considers necessary;
 | [ ]  |
| **Restrictions**1. imposing restrictions on a student’s use of the School and/or Conservatoire facilities and/or premises, as the Conservatoire considers necessary;
 | [ ]  |
| **Exclusion** 1. excluding a student from some or all of the School and/or Conservatoire facilities and/or premises;
 | [ ]  |
| **Suspension** 1. suspending a student, either in full or in part, from their studies.
 | [ ]  |

**SECTION 3B: *Circumstances of the Request***

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| --- | --- | --- | --- | --- |
| **SPECIFY WHETHER DELEGATED POWERS HAVE BEEN USED:****(tick appropriate box)** | I am making a direct request to the CEO TO TAKE ACTION | [ ]  | I have taken emergency action and am reporting the use of DELEGATED POWERS | [ ]  |

 **SECTION 4A: *DETAILS OF REQUEST***

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| **Fill in this part of the referral form with only information that is strictly necessary** |
| * + The date (and if relevant, time) from which you are requesting the precautionary measures should apply

**OR, if you have used delegated powers*** + The date (and if relevant, time) from which the precautionary measures apply, until further notice
 |  |
| * + What action (if any) have you taken so far? (e.g. have you communicated with the student/other students/staff/third parties?)
 |  |
| * + Details of whom the student should contact with any immediate queries *(normally the Principal of the School until CEO has contacted student to confirm details of the precautionary measures).* Where you decide this single point of contact should subsequently change after the CEO has contacted the student, you should immediately notify the CEO of this. The CEO will inform the student accordingly in their communication.
 |  |

 **SECTION 4B: *REASON FOR REQUEST***

 *This list is not exhaustive, and the CEO shall be satisfied that good and/or urgent cause exists to warrant the imposition of precautionary measures. Please note this list continues on the following page.*

|  |
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| **TICK ALL RELEVANT BOXES THAT APPLY AND PROVIDE ANY NECESSARY ADDITIONAL DETAIL** |
| * Student is considered a danger to themself or others
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| * Student might have seriously breached the Policy on Sexual Misconduct, Harassment and Related Behaviours
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| * Student has a criminal charge pending, or is the subject of police investigation
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| * A previously undisclosed relevant criminal conviction has come to light that would constitute a breach of the Policy on Sexual Misconduct, Harassment and Related Behaviours
 |  |
| * There is an identified need to protect the health and safety and/or property of the student and/or the School community
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| * **Other/Additional reason** (please tick box on the right and provide details in box below)
 |  |
| ***Where the reason is not covered in the list above, or there is an additional reason, please give a broad description in this box:*** |
| **Have you completed the Risk Assessment?***(You must complete a Risk Assessment – found in Appendix E to the Policy - in order to make the request for precautionary measures. Please submit your risk assessment with this referral form and tick the box to indicate you have completed it.)* |  |
| ***Additional details:****(Only include information that is strictly necessary e.g. you have received reports/allegations; specify the broad nature of the issue(s). This form may form part of the evidence that is disclosed to all relevant parties in the course of any investigation.)* |  |
| ***POLICE NOTIFICATION:****(Do the events surrounding the precautionary measures indicate a need for consultation with the CEO of the Conservatoire with regard to possible reporting to the Police, or has this already taken place? Please record relevant information in this box. Please see the Policy and also Appendix D to the Policy ‘Procedures for Allegations Reported to the Police’)* |  |
| ***SPECIFIC REQUESTS/CONDITIONS:*** *(Ensure any specific requests/conditions you would like to request that the CEO puts in place are outlined here, for consideration by the CEO.)* |  |

**SECTION 5: *DOCUMENTATION***

*Complete as applicable; list the documentation you are submitting with this referral (there is no limit to the amount of documents you may include). Where there is relevant documentation pertaining to alleged misconduct/special category data, consult with Shared Services as to whether it is necessary to forward this. Examples of how to complete this section are given and highlighted in yellow.)*

|  |  |
| --- | --- |
| **Name/Title of document** | **Description/relevant information** |
| 1. **Risk Assessment**
 | **Risk assessment, completed [DATE] following incident/allegations** |
| 1. **Letter to student from Principal**
 | **Letter dated XXX notifying use of delegated precautionary measures** |
| 1. **Email from student XXX**
 | **Email received by School on [DATE] from XXX containing allegations that may constitute a breach of the Policy on Sexual Misconduct, Harassment and Related Behaviours, and necessitated the need for precautionary measures** |
|  |  |

**SECTION 6: *DECLARATION***

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| I am making this request for precautionary measures under the Policy on Sexual Misconduct, Harassment and Related Behaviours.I confirm that all of the information I have provided in this form, and have submitted with this form with regard to the request, is accurate at the time of completion. I agree that this form may be disclosed to relevant members of the School and the Conservatoire for Dance and Drama to the extent necessary for its consideration. **SIGNATURE OF REQUESTER**: **DATE**: |